

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

HAZARDOUS MATERIALS STORAGE INSPECTOR

JOB DESCRIPTION

Employees in this job as hazardous materials inspectors performing inspections of storage facilities. The employee ensures that underground storage tanks, containing regulated substances, are in compliance with applicable state and federal laws, technical standards, rules, and regulations to prevent releases of hazardous materials into the environment.

There are four classifications in this job.

Position Code Title – Hazardous Materials Storage Inspector-E

Hazardous Materials Storage Inspector 9

This is the intermediate level. The employee works under the direction of an experienced inspector performing a variety of inspection assignments while learning the laws, rules, and regulations associated with the storage of regulated substances.

Hazardous Materials Storage Inspector E10

This is the experienced level. The employee performs a full range of hazardous materials inspection assignments in an assigned area of the state. The inspector exercises considerable independent judgment in making decisions and interpreting laws, regulations, policies, and procedures and applying them to specific situations without the benefit of on-site supervision.

Position Code Title – Hazardous Materials Storage Inspector-A

Hazardous Materials Storage Inspector 11

This is the advanced level. The employee serves as a lead worker, overseeing the work of lower-level hazardous materials inspectors or as a senior-level worker with responsibility for performing the most complex inspection activities based on standards identified by the Agency and accepted by Civil Service.

Position Code Title – Hazardous Materials Storage Inspector-S

Hazardous Materials Storage Inspector 12

This is the staff specialist level. The employee uses specialized technical knowledge in performing highly complex inspection activities. Staff specialist positions have sole, full time responsibility for an assigned specialty area that has been recognized through Civil Service approval.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

HAZARDOUS MATERIALS STORAGE INSPECTOR

PAGE No. 2

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts inspections of new and existing underground storage tank installations using blueprints and specifications to determine compliance with applicable laws, technical standards, rules, and regulations governing the storage of regulated substances.

Investigates complaints of suspected and confirmed releases of hazardous materials storage and handling.

Samples and conducts preliminary analysis of soil, water, and products to identify hazardous materials and ensure the public's safety from contamination.

Conducts upgrade, compliance, closure, and removal inspections of underground storage tank installations.

Inspects abandoned underground storage tank sites and reports findings to appropriate sources.

Prepares inspection and investigation reports. Distributes reports to other enforcement agencies, prosecutors, and appropriate parties.

Initiates appropriate enforcement action against owners or operators of regulated substance storage locations found in violation of laws, technical standards, rules, and regulations.

Assists prosecutors in case preparation and provides testimony in civil and criminal proceedings.

Establishes and maintains cooperative working relationships with Fire Marshal and other State Police personnel, other state department personnel, prosecuting attorneys, fire departments, local law enforcement agencies, health departments, Department of Environmental Quality staff, industry, and community agencies and organizations.

Attends meetings and training programs as required.

Learns proper operation and maintenance of assigned equipment and technical instruments.

Performs related work appropriate to the classification as assigned.

HAZARDOUS MATERIALS STORAGE INSPECTOR

PAGE NO. 3

Additional Job Duties

Hazardous Materials Storage Inspector 11 (Senior Worker)

Serves as recognized expert within an assigned area of the state.

Regularly performs the more complex and difficult inspections and enforcement activities of hazardous materials handling and storage systems.

Represents the division in hazardous materials matters at conferences with fire service agencies, law enforcement agencies, health departments, community organizations and the media.

Formulates and implements plans and procedures designed to improve inspection techniques and services.

Conducts meetings and training sessions with other division personnel to inform them of new or revised policies, procedures, laws or other information that might affect the performance of inspection and enforcement activities.

Provides expert witness testimony in judicial processes.

Hazardous Materials Storage Inspector 11 (Lead Worker)

Oversees the work of other hazardous materials inspectors by making and reviewing work assignments, establishing work priorities, coordinating activities in the work area, and resolving problems related to the work.

Reviews inspection reports, release investigation reports, enforcement reports and other records of inspection activities to ensure compliance with laws, rules, and regulations.

Oversees the use and maintenance of equipment and supplies provided to inspectors.

Hazardous Materials Storage Inspector 12

Exercises independent authority and responsibility for an assigned specialty area.

Review and monitor program inspections and underground storage tank enforcement activities, ensuring inspections.

Serves as the recognized expert within a specialty area, and provides technical assistance to other departmental staff.

Develops, reviews, monitors, and coordinates U.S.T. inspection procedures for an assigned specialty area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of state and federal laws, technical standards, rules, and regulations of hazardous materials storage and handling.

Knowledge of inspection methods, techniques, and processes.

Knowledge of storage tank systems and ancillary equipment.

Knowledge of equipment, tools, and methodologies used to test and analyze hazardous materials.

Knowledge of environmental and health hazards, fire safety, and appropriate safety measures associated with the storage and handling of hazardous materials.

Knowledge of safety standards and practices used in construction areas.

Knowledge of pertinent civil and criminal court systems and processes.

Knowledge of record keeping and report writing practices.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to communicate effectively and authoritatively.

Ability to provide effective testimony in court.

Ability to comprehend technical and detailed information.

Ability to read blueprints and specifications and to make comparisons with existing structures.

Ability to make decisions and take actions without access to on-site supervision.

Additional Knowledge, Skills, and Abilities

Hazardous Materials Storage Inspector 11 (Lead Worker)

Ability to explain instructions and guidelines effectively.

Ability to organize and coordinate the work of a unit.

HAZARDOUS MATERIALS STORAGE INSPECTOR

PAGE No. 5

Ability to determine work priorities and assign work to employees.

Hazardous Materials Storage Inspector 11 (Senior Worker)

Some knowledge of the programmatic and developmental aspects of assigned program area.

Ability to organize and carry out assigned program.

Ability to adapt new technology and methods to enhance program effectiveness.

Ability to provide expert testimony in court.

Hazardous Materials Storage Inspector 12

Ability to organize and carry out specialty assignments.

Ability to adapt new technology and methods to increase specialty area efficiency and effectiveness.

Working Conditions

The work requires the ability to travel.

Ability to operate a motor vehicle.

Ability to work in an environment with various degrees of discomfort.

Physical Requirements

The work requires the ability to traverse rough terrain, walk for extended periods of time, bend, reach, and climb structures of significant height.

Education

Educational level typically acquired through completion of high school.

Experience

Hazardous Materials Storage Inspector 9

Five years of experience involving the handling, storage, quality control, environmental testing, or regulation of regulated substances.

Hazardous Materials Storage Inspector E10

Six years of experience involving the handling, storage, quality control, environmental testing, or regulation of regulated substances.

HAZARDOUS MATERIALS STORAGE INSPECTOR

PAGE No. 6

Hazardous Materials Storage Inspector 11

Seven years of experience involving the handling, storage, quality control, environmental testing, or regulation of, regulated substances including one year of experience as a Hazardous Materials Storage Inspector E10.

Hazardous Materials Storage Inspector 12

Eight years of experience involving the handling, storage, quality control, environmental testing, or regulation of regulated substances, including one year of experience as a Hazardous Materials Storage Inspector 11.

Special Requirements, Licenses, and Certifications

Successful completion of the Hazardous Materials Storage Inspector school.

Ability to successfully complete in-service education and training programs.

Possession of a valid driver's license and/or the ability to obtain a valid Michigan driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

HAZMTRISP

Job Code Description

Hazardous Materials Storage Inspector

Position Title

Hazardous Materials Storage Inspector-E

Hazardous Materials Storage Inspector-A

Hazardous Materials Storage Inspector-S

Position Code

HAZMISPE

HAZMISPA

HAZISPSS

Pay Schedule

A02-014

A02-020

A02-023